

Solicitation Number: 06-0001-10
Program, Technical and Engineering Support Service for
the Office of Naval Research for the Air Warfare and
Weapons Department Code 35

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 (Program, Technical, and Engineering Support) are due by 2:00 PM (local), 24 January 2006.

1.0 Background

The Deputy Under Secretary of Defense for Science and Technology (DUSD(S&T)) established the Defense S&T Reliance process to coordinate planning and articulate the value of research and technology with DoD. Defense S&T Reliance provides the framework and assessment process to enable the DoD S&T community to work together to enhance the Defense S&T program and eliminate unwarranted duplication. It strengthens cooperation among the Services and Agencies thereby improving responsiveness to warfighting and acquisition customers. The planning documentation includes Defense Technology Objectives (DTOs), Defense Technology Area Plans (DTAPS) and Joint Warfighting S&T Plans (JWSTPs). Planning documentation is organized into technology areas. This task provides for support to ONR 35 – the Naval Air Warfare and Weapons S&T Department – and its participation in the Reliance Air Platforms Panel and the Weapons Panel. The Air Platforms Panel includes the following sub-panels: Fixed Wing, Rotary Wing, Aircraft Power, High Speed Propulsion and Turbine Engine technologies. The Weapons Panel includes the Conventional and Directed Energy Weapons sub panels and associated sub-subpanels to include: Countermine/Mines, Guidance & Control, Missiles, Guns, Ordnance, Undersea Weapons, Lasers, and HPM. More information on Defense S&T Reliance can be found at <https://rdte.osd.mil>.

2.0 Statement of Work

2.1 Objective

The requirement of this task is to provide support in the execution of the Reliance planning process as well as technical and program management support on specific management assessments or studies involving joint planning issues. Studies will be determined on a case-by-case basis.

The objective is to support Tri-Service Defense & NASA S&T Reliance Air Platform technology panel, and Weapon technology panel program

planning activities including the Technology Area Review and Assessment (TARA), the Defense Technology Area Plan (DTAP) and related Defense Technology Objectives (DTOs). The Air Platform Panel efforts support ONR 35's participation in the development of planning documentation, program execution reporting, coordination activities with Reliance EX-Staff, and planning, scheduling, and participating in meetings called either on behalf of the Air Platforms Panel Chair or Defense S&T Advisory Group (DSTAG). In addition, the contractor shall assist in the preparation of briefing material to support planning and decisional meetings. The focus of these activities is to ensure planning documentation correctly represents tri-Service& NASA Air Platforms planned programs and appropriate interface with DOD representatives takes place to ensure a coordinated program plan.

The contractor shall support the Reliance Weapons Panel related activities of Code 35 and appropriate Army, Air Force, and DARPA Weapons panel representatives. These efforts include the development of planning documentation, program execution reporting, coordination activities with Reliance EX-Staff, and planning, scheduling, and participating in meetings called either on behalf of the Weapons Panel Chair or Defense S&T Advisory Group (DTSAG). In addition, the contractor shall assist in the preparation of briefing material to support planning and decisional meetings. The focus of these activities is to ensure planning documentation correctly represents tri-Service Air Platforms planned programs and appropriate interface with DOD representatives takes place to ensure a coordinated program plan.

The work described above in support of the Air Platform and Weapon Panels will be executed as two distinct tasks within this order. Two separate Contract Line Items will be established to support the above work.

2.2 Scope

Air Platforms Panel:

- 2.2.1** Support the Navy representatives to the Defense S&T Reliance Air Platforms panel and sub-panels. This includes coordination and planning of meetings; maintenance of the Air Platforms roster and the Air Platforms panel data base; training of personnel on the internet based document preparation tool; finalization of DTAP (Defense Technology Area Plan) and DTOs (Defense Technology Objectives); and reproduction and distribution of Air Platforms planning documents to panel members.

- 2.2.2** Support Defense S&T Reliance Air Platform Technology Area Review and assessment. Tasks for this effort include, but are not limited to, development of draft agenda for reviews; schedule and coordinate rehearsal briefings; distribution of briefings and schedule information to review participants; serving as review recorder; and development and distribution of proceedings.
- 2.2.3** Support for the Defense S&T Reliance planning activities and special studies such as the Aviation S&T Strategic Plan.

Reliance Weapons Panel:

- 2.2.4** Support the Weapons Panel in the coordination and planning of meetings; maintenance of the Weapons Panel roster and panel data base; training of personnel on the internet based document preparation tool; finalization of DTAP and DTOs; and reproduction and distribution of Weapons panel planning documents to panel members as directed
- 2.2.5** Support Defense S&T Reliance Weapons Panel Technology Area Review and assessment. Tasks for this effort include, but are not limited to, development of draft agenda for the review; schedule and coordination of rehearsal briefings; distribution of briefings and schedule information to review participants; serving as review recorder; and development and distribution of proceedings.
- 2.2.6** Provide support for the Tri-Service Defense S&T Reliance Weapons Panel Chair, Conventional Weapon and Directed Energy panel chairpersons.
- 2.2.7** Coordinates, organizes and edits updates to the DTAP and Joint Warfighting documents as requested by DUSD(S&T).

2.3 Technical Tasks/Requirements

Air Platforms:

- Represent the Senior Navy panel and sub-panel representatives at meetings and workshops as directed.
- Schedule, coordinate, host, and document planning meetings as directed.
- Maintain an Air Platforms Panel roster of personnel and update on a bimonthly basis.
- Maintain the Air Platforms program database and distribute copies to sub panels, semi-annually.
- Provide training to personnel on the WWW Document Preparation Tool, as required.
- Finalize the Air Platforms DTAP and DTOs annually based upon draft inputs submitted by the sub-panels.

- Reproduce and distribute copies of Air Platforms planning documents to sub-panel participants on an as needed basis.
- Develop Reliance briefings for use by the Office of Naval Research in briefing personnel who will participate in Reliance activities.
- Assist the Navy sub-panel representative in the development of DTOs by providing format and accomplishing revisions to the DTO write-ups to assure consistency with DUSD(S&T) guidance.
- Develop a draft milestone schedule for the sub-panel representative that identifies key actions required and is based upon the Reliance schedule that is published every year, and distribute the schedule after approval.
- Develop and, upon approval by the Navy sub-panel representative, distribute an Air Platforms Planning Package that incorporates all approved DTOs, the DTAP, database and other needed planning information to sub-panel participants. Copies will include a CD-ROM to permit information to be more easily revised by the sub-panels during the planning cycle.
- Support the Defense S&T Reliance Air Platforms Technology Area Review and Assessment.
- Develop draft agenda for consideration by the government.
- Schedule, coordinate, host and document meetings for the rehearsal of briefings as directed.
- Distribute briefings, schedule and format information to review participants.
- Serve as recorder at the review. The contractor shall also develop and distribute copies of the record of proceedings to participants.
- Develop briefings for use at the Air Platforms Technology Area Review and Assessment.
- Compile Navy, Air Force, and Army funding information for use at the Air Platforms Technology Area Review and Assessment.
- Support Tri-Service Defense S&T Reliance Air Platforms planning activities and special studies as directed by the panel chair.

Weapons Panel:

- Prepare specific management assessment or studies involving joint planning issues for the Defense S&T Reliance staff. These studies will be determined on a case-by-case basis and can include, but are not limited to, development of S&T management metrics, analysis of joint requirements, foreign technology assessments, investment strategy development support, multi-department process harmonization, creation of technology taxonomies and other issues. The assessments will require quick-response support and experience in working complex problems in a multi-agency environment. Assessments outputs include briefing presentations, verbal inputs, and hard copy reports.

- Support Defense S&T Reliance management in joint planning execution. This support will include helping to create, promulgate and facilitate S&T planning, guidance, responding to special management initiatives, supporting data calls and data integration requirements, and interfacing with other DOD or Government organizations involved with management or execution of S&T plans. Execution support may include providing presentation support, providing meeting room facilities, gathering data, preparing documentation support disseminating data, and creating draft guidance documents.
- Provide miscellaneous analysis and presentation support to joint planning organizations on a case-by-case basis.
- Assist the Defense S&T Reliance in administering meetings. Prepare presentation material, provide graphics support and copying, obtain meeting supplies, and obtain other documentation required by the Principals. These meetings include a one-day meeting approximately every eight weeks. Provide personnel to take, transcribe, revise and publish meeting minutes as required. These meetings convene as noted above.
 - Schedule, coordinate, host and document planning meetings as directed by the Panel Chair.
 - Maintain the Weapons Panel roster of personnel. Update and distribute to sub-panels on a bimonthly basis.
 - Maintain the Weapons program database and distribute copies to sub-panels, semi-annually.
 - Provide training to Weapons Panel personnel on the WWW Collaborative Tool, as required.
 - Finalize the Weapons DTAP and DTOs annually based upon draft inputs submitted by the sub-panels. The final draft is reviewed and approved by the Weapons Panel Chair.
 - Reproduce and distribute copies of Weapons planning documents to panel participants as needed.
 - Develop Reliance briefings for use by ONR, AFRL, Army TACOM/ARDEC, and AMCOM in briefing personnel that will participate in Reliance activities.
 - Assist ONR, AFRL, Army AMCOM, and TACOM/ARDEC in the development of DTOs by providing format and accomplishing revisions to the DTO write-ups to assure consistency with DUSD(S&T) guidance.
 - Develop a draft milestone schedule for the Weapons Panel Chair that identifies key actions required by the panel and is based upon the Reliance schedule that is published each year. Upon approval of the Chair, distribute to all sub-panels and sub-subpanels.
 - Develop and, upon approval by the panel Chair, distribute a Weapons Planning Package that incorporate all approved DTOs, the DTAP, data base and other needed planning information to the sub-panels. Paper

copies will include a CD-ROM to permit information to be more easily revised by the sub-panels during the planning cycle

- Support the Defense S&T Reliance Weapons Technology Area Review and Assessment.
- Develop draft agenda for consideration by the government.
- Schedule, coordinate, host and document meetings to rehearse briefings as directed by the Panel Chair.
- Distribute briefings, schedule and format information to review participants.
- Serve as recorder at the review.
- Develop and distribute copies of the record of proceedings to participants.
- Obtain input from Weapons sub-panels for the DUSD(S&T) Weekly Activity Reports. Upon approval of the Weapons Panel Chair, provide input to DUSD(S&T)
- Develop overview briefings for the chair of the Conventional Weapons sub-panel for use in introducing Conventional Weapons at the Weapons Area Review and Assessment.
- Compile tri-Service funding information for use at the Weapons Technology Area Review and Assessment.
- Support tri-Service Defense S&T Reliance Weapons planning activities and special studies as directed by the panel chair.

2.4 Reports Data and Other Deliverables

The following deliverables are required under this delivery order:

Air Platforms:

Cost and Performance Report, monthly

Air Platforms Data Base Update, semi-annually

Air Platforms Panel Roster, semi-annually

Air Platforms Panel Briefing, annually

Air Platforms Planning Package, annually

Agendas, Briefings, Reports, and other material as indicated in Section 2.3

Weapons Panel:

Cost and Performance Report, monthly

Weapons Data Base Update, semi-annually

Weapons Panel Roster, semi-annually

Reliance Weapons Briefing, annually

Weapons Planning Package, annually

Agendas, Briefings, Reports, and other material as indicated in Section 2.3

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks:

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Project, Excel and PowerPoint. Personnel must have familiarity with OSD (DDR&E) Defense S&T Planning Portal and the DTIC database.

Air Platforms Panel:

- 3.1.2 Senior Engineer/Scientist: A graduate degree from an accredited college or university and 20 years experience in DOD related S&T management. The candidate should have demonstrated competence in DOD related S&T program planning, execution leading and briefing special studies of a technical nature to senior DOD officials.
- 3.1.3 Systems Specialist/Senior Analyst: At least a Bachelor's degree from an accredited college or university and 10 years experience in database development/management. Demonstrated competence across a spectrum of software and database applications and demonstrated speaking/briefing experience.
- 3.1.4 Writer/Editor: At least a Bachelor's degree from an accredited college or university and 10 years experience in science and technology technical writing/editing.

Weapons Platforms Panel:

- 3.1.5 Senior Engineer/Scientist: A graduate degree from an accredited college or university and 20 years experience in DOD related S&T management. The candidate should have demonstrated competence in DOD related S&T program planning, execution and leading special studies of a technical nature.
- 3.1.6 Engineer/Scientist: At least a B.S. degree from an accredited college or university and 10 years experience in DOD related S&T management. The candidate should have demonstrated competence in DOD related S&T program planning, execution and leading special studies of a technical nature.
- 3.1.7 Writer/Editor: At least a Bachelor's degree from an accredited college or university and 10 years experience in science and technology technical writing/editing.

3.2 Level of Effort

Air Platforms Panel:

3.2.1 Base Period: The base period of performance will be from time of award through 12-months. The level of effort anticipated for this period is approximately .5 man-years at an average rate of approximately 84 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below. Up to 640 additional (surge) Labor Hours at the Engineer/Scientist rate and Technical Writer/Editor rate are authorized for the Base.

Air Platforms Panel

Labor Category	Hours Per Year
Senior Engineer/Scientist	635
Systems Specialist/Senior Analyst	175
Technical Writer/Editor	200
Optional Surge Engineer/Scientist	320
Optional Surge Technical Writer/Editor	320

NOTE: (2,000) hours is equivalent to one (1) man-year

3.2.2 Option Periods: The four option periods of performance will be from the date the Option is exercised through twelve months. A summary of the labor categories and the total anticipated annual hours for each option is provided below. Up to 640 additional (surge) Labor Hours at the Engineer/Scientist rate and Technical Writer/Editor rate are authorized for each of the option periods.

Options 1 - 4	
Labor Category	Hours Per Year
Senior Engineer/Scientist	635
Systems Specialist/Senior Analyst	175
Technical Writer/Editor	200
Optional Surge Engineer/Scientist	320
Optional Surge Technical Writer/Editor	320

NOTE: (2,000) hours is equivalent to one (1) man-year

3.2.3 A Senior Engineer/Scientist, Systems Specialist/Senior Analyst and Technical Writer/Editor are required for the Base and Option periods. The Surge Engineer/Scientist and Technical Writer/Editor should be proposed as optional labor categories for the Base and each Option.

Weapons Panel Platforms:

3.2.4 Base Period: The base period of performance will be from time of award through 12-months. The level of effort anticipated for this period is approximately .95 man-years at an average rate of approximately 158 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below. Up to 640 additional (surge) Labor Hours at the Engineer/Scientist rate and Technical Writer/Editor rate are authorized for the Base.

Weapons Panel

Labor Category	Hours Per Year
Senior Engineer/Scientist	500
Technical Writer/Editor	400
Engineer/Scientist	1000
Optional Surge Engineer/Scientist	320
Optional Surge Technical Writer/Editor	320

NOTE: (2,000) hours is equivalent to one (1) man-year

3.2.5 Option Period: The four option periods of performance will be from the date the Option is exercised through twelve months. A summary of the labor categories and the total anticipated annual hours for each option is provided below. Up to 640 additional (surge) Labor Hours at the Engineer/Scientist rate and Technical Writer/Editor rate are authorized for each of the option periods.

Options 1 - 4	
Labor Category	Hours Per Year
Senior Engineer/Scientist	500
Technical Writer/Editor	400
Engineer/Scientist	1000
Optional Surge Engineer/Scientist	320
Optional Surge Technical Writer/Editor	320

NOTE: (2,000) hours is equivalent to one (1) man-year

3.2.6 A Senior Engineer/Scientist, Technical Writer/Editor, and Engineer/Scientist are required for the Base and Option periods. The Surge Engineer/Scientist and Technical Writer/Editor should be proposed as optional labor categories for the Base and each Option.

3.2.7 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type: The Navy anticipates awarding a cost plus fixed fee level of effort task order.

4.2 Period of Performance: Base period of 12 months from time of award with 4 one-year options.

4.3 Other Direct Costs (ODCs)

Air Panel Platforms:

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$20,000 per year (including G&A).

This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

Weapons Panel Platforms:

ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed (NTE) \$20,000 per year (including G&A).

This NTE amount should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

4.3.1 Travel and Per Diem - Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 Other Direct Costs (Other than Travel and Per Diem) - ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified; however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3.

4.4 Place of Performance: Work will normally be performed at the Contractor's facilities.

4.5 Government Furnished Resources (GFR): The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer's Representative (COR).

4.5.1 Facilities, Supplies and Services: The facilities required to perform the tasks outlined in the Statement of Work will be at the Contractor's place of business.

4.5.2 Information: All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer's Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation: All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment: With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation.

4.6 Subcontracts/Consultants: The Contractor may request or propose, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements:

a) Clearance Requirements. During the performance of the effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. For personnel, a minimum of a SECRET clearance is required. Any Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, Contractor is required to safeguard the information labeled as proprietary.

c) Nondisclosure Agreement. In the course of its work, each employee of the selected Contractor will be required to execute a Nondisclosure Agreement (NDA) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions,

obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the Defense S&T Reliance Air Platforms and Weapons Technology programs.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following **(Air and Weapons Platforms shall be segregated)**: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the

tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror shall submit a cost proposal for the base and each option period that clearly segregates the costs associated with the Air Platforms support, the Weapons Platforms support and the additional surge support for the base and each option **(Attachment (B) is provided as an example of how the CLINs will be structured)**. The Offeror shall also provide a summary of the total effort that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the prime's proposal or in accordance with section 5.3 of this solicitation before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be

required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission: The due date for receipt of proposals for this solicitation is no later than 2:00 (Local DC Time) on 24 January 2006. All proposals must be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: this site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.) Proposals must be submitted via the above instructions. Faxed, mailed/shipped or hand carried proposals will not be accepted.

6.0 Evaluation Information

6.1 Evaluation Criteria: A Task Order(s) will be awarded to the responsible offeror(s) whose offer represents the best value to the Government. In order to determine which offeror(s) represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel and their demonstrated experience/education as relevant to the above stated tasks
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

The Offeror's technical capability (as measured by the Technical Factors) and Cost Factor are equal in importance. In regards to the stated Technical

Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 and 3 are of equal weight. Technical Factor 4 is of less value than all other Technical Factors.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2. Award: The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award and start date of this Order is on or about 15 February 2006. The Government retains the right to make award to more than one offeror.

7.0 Submission of Questions: Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments: Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact: The Point of Contact for this solicitation is:

Ms. Tia Belton, Contract Specialist, ONR Code 0253

E-mail: belton@onr.navy.mil

Mr. Mark Chadwick, Senior Contracting Officer, ONR 0253

E-mail: chadwick@onr.navy.mil

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.

2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files

Attachment (B) Example of CLIN Structure for this effort

1. SCHEDULE OF SUPPLIES AND SERVICES

ITEM NO.	SUPPLIES/SERVICES	ESTIMATED COST	FIXED FEE	TOTAL ESTIMATED COST & FIXED FEE
0001	Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Air Platforms Support in accordance with the Task Order Statement of Work. 000101 ACRN AA:			
0002	Air Platforms Travel and Other Direct Costs including G&A (Not to Exceed) 000201 ACRN AA:	\$20,000	---	\$20,000
0003	Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Weapons Platforms Support in accordance with the Task Order Statement of Work. 000301 ACRN AA:			
0004	Weapons Platforms Travel and Other Direct Costs including G&A (Not to Exceed) 000201 ACRN AA:	\$20,000	---	\$20,000
0005	<u>Optional Air Platforms Surge Support Base</u> Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Air Platforms Support in accordance with the Task Order Statement of Work.			
0006	<u>Optional Weapons Platforms Surge Support Base</u> Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Weapons Platforms Support in accordance with the Task Order Statement of Work.			
0007	<u>Option I</u> Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Air Platforms Support in accordance with the Task Order Statement of Work			
0008	Air Platforms Travel and Other Direct Costs including G&A (Not to Exceed)	\$20,000	---	\$20,000
0009	Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Weapons Platforms Support in accordance with the Task Order Statement of Work.			
0010	Weapons Platforms Travel and Other Direct Costs including G&A (Not to Exceed)	\$20,000	---	\$20,000

ITEM NO.	SUPPLIES/SERVICES	ESTIMATED COST	FIXED FEE	TOTAL ESTIMATED COST & FIXED FEE
0011	<u>Optional Air Platforms Surge Support for Option I</u> Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Air Platforms Support in accordance with the Task Order Statement of Work.			
0012	<u>Optional Weapons Platforms Surge Support for Option I</u> Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Weapons Platforms Support in accordance with the Task Order Statement of Work.			
0013	<u>Option II</u> Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Air Platforms Support in accordance with the Task Order Statement of Work			
0014	Air Platforms Travel and Other Direct Costs including G&A (Not to Exceed)	\$20,000	---	\$20,000
0015	Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Weapons Platforms Support in accordance with the Task Order Statement of Work.			
0016	Weapons Platforms Travel and Other Direct Costs including G&A (Not to Exceed)	\$20,000	---	\$20,000
0017	<u>Optional Air Platforms Surge Support for Option II</u> Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Air Platforms Support in accordance with the Task Order Statement of Work.			
0018	<u>Optional Weapons Platforms Surge Support for Option II</u> Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Weapons Platforms Support in accordance with the Task Order Statement of Work.			
0019	<u>Option III</u> Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Air Platforms Support in accordance with the Task Order Statement of Work			

ITEM NO.	SUPPLIES/SERVICES	ESTIMATED COST	FIXED FEE	TOTAL ESTIMATED COST & FIXED FEE
0020	Air Platforms Travel and Other Direct Costs including G&A (Not to Exceed)	\$20,000	---	\$20,000
0021	Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Weapons Platforms Support in accordance with the Task Order Statement of Work.			
0022	Weapons Platforms Travel and Other Direct Costs including G&A (Not to Exceed)	\$20,000	---	\$20,000
0023	<u>Optional Air Platforms Surge Support for Option III</u> Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Air Platforms Support in accordance with the Task Order Statement of Work.			
0024	<u>Optional Weapons Platforms Surge Support for Option III</u> Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Weapons Platforms Support in accordance with the Task Order Statement of Work.			
0025	<u>Option IV</u> Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Air Platforms Support in accordance with the Task Order Statement of Work			
0026	Air Platforms Travel and Other Direct Costs including G&A (Not to Exceed)	\$20,000	---	\$20,000
0027	Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Weapons Platforms Support in accordance with the Task Order Statement of Work.			
0028	Weapons Platforms Travel and Other Direct Costs including G&A (Not to Exceed)	\$20,000	---	\$20,000
0029	<u>Optional Air Platforms Surge Support for Option IV</u> Program, Technical and Engineering Support Services for the Office of Naval Research Air Warfare and Weapons Department, ONR 35, Air Platforms Support in accordance with the Task Order Statement of Work.			
0030	<u>Optional Weapons Platforms Surge Support for Option III</u> Program, Technical and Engineering Support Services for the Office of Naval Research Air			

ITEM NO.	SUPPLIES/SERVICES	ESTIMATED COST	FIXED FEE	TOTAL ESTIMATED COST & FIXED FEE
	Warfare and Weapons Department, ONR 35, Weapons Platforms Support in accordance with the Task Order Statement of Work			
TOTAL ESTIMATED ORDER CONSIDERATION:				